

 <p><b>Policies and Procedures</b></p>	Number: <b>1200</b>	Title: <b>Admissions Policy</b>		
	Last Revision:	April 2022		
	Effective:	June 19, 2017	Next Review:	April 2023

### Policy:

It is the policy of Mountain Transport institute Ltd., (MTI), for prospective students wanting to enroll in part-time or full-time training to meet the requirements of our admission policy before being accepted to participate in respective courses.

### Scope:

This policy pertains to prospective students wishing to enroll in either our part-time or full-time classroom and / or driving courses.

### Principles:

#### Part Time Classroom:

Students wanting to attend any *part time classroom* only courses must meet the specified age requirement for that course.

#### Part Time Driving Courses:

Students wanting to attend any part time driving courses, including Class 1, 2, 3, or 4, must:

- qualify at their local motor license office for the appropriate class of learner's license (a multiple-choice knowledge test);
- supply a copy of their driver's and learner's licenses;
- supply a current copy of their driver's abstract. The driver's abstract must be an original copy received from the local motor license office or it must be emailed to MTI directly from the ICBC website - <https://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx>; select 'Get your driving records' and follow the prompts; email a copy directly to 'info@drivemti.com'.

#### Full Time Class 1 Driver Training:

Students wanting to attend the *full time Class 1 driver training*, including the Standard Class 1 and the MTI Way Class 1, must meet the following requirements:

- supply a copy of current driver's abstract;

- supply a copy of current resume;
- complete a pre-enrollment interview with one of our instructors either by phone or in person – this interview is used as pre-entrance screening; it is a discussion about the student's driving record, understanding of the trucking lifestyle and expectations of employment;
- qualify at their local motor license office for a valid class 1 learner's license.

All students must have their funding for the course in place prior to beginning any training. Payment is payable on the first day of training. If a student is being funded by any organization, they must inform MTI who will be paying, when payment will be received and how payment will be made.

All *courses* are open to anyone who meets the above listed requirements. The courses are filled on a first come first serve basis.

If the student fails to meet the minimum admission requirements for any course, neither Mountain Transport Institute Ltd. nor the student can waive the requirements.